

General Order/Enrollee Report Fact Sheet

Summary: User-specified search criteria return a list of General Orders with counts of active enrollees and total enrollees. The counts are hyperlinks to the enrollee report.

Using the Report (Navigation)

Location

These reports are located under the Run Reports link in CIWQS under the Misc. heading.

Search Criteria

Region, Program, and Status are “pick lists.” They display several items and have scroll bars on the right side. A pick list allows the user to select multiple values. Hold down the Ctrl button and left click to select multiple values in any order you choose. Hold down the Shift key and left click to select everything between two values. Hold down Ctrl and left click to deselect.

Order Number and Keyword are free text fields that have an implicit wildcard and are not case sensitive. The user can type in a string of characters to search.

The final gray button, which is called “Run Report,” starts the query.

Hyperlinks

From the report of returned General Orders, the user can use the counts of enrollees to drill into the Enrollee level report. Both the General Order and Enrollee level of the report have hyperlinks to a printer friendly version of the report and to an exportable version. The user may also elect to do a new search by selecting that hyperlink or keep their search, but make changes to it by selecting “Refine Search.”

There is a link to a glossary for the public user that is a list of defined terms and acronyms.

The Report defaults to showing 25 rows of regulatory measures per screen, but the user can select to see in intervals of 10, 25, 50, 75 or 100 records per screen. The report has hyperlinks to move to other pages of information and the user can link to the previous and next page as well. The Reg. Measure ID takes the user to the CIWQS record.

Some fields (e.g., Agency) will have a hyperlink because there are multiple values. Clicking on the hyperlink will open a new window and display those values. Facilities are hyperlinked to take the user to the Facility At-a-glance report. If the Facility has multiple values, it will also open in a new window and each facility shown in the window will have a link to the Facility At-a-glance.

Columns can be sorted by clicking on the column header hyperlink. Clicking on the same heading twice will sort in reverse. These headings sort across all pages.

How current is the data?

This report is on a nightly refresh schedule, which means that changes made in CIWQS will not be reflected until the next day. Reports are constructed from all entered data as of the close of business the previous day. If the refresh fails, the data in the report will be stale. Please notify the CIWQS Help Center (866-792-4977 or ciwqs@waterboards.ca.gov) if you believe a report has not been refreshed.

Search Criteria

- Region
- Program
- Order Number
- Status
- Keyword

General Order Report

- Region
- Reg. Measure ID
- Reg. Measure Title
- Order No.
- Status
- Program
- Effective Date
- Expiration Date
- No. of Active Enrollees
- No. of Total Enrollees

Enrollee Report

- Reg. Measure ID
- WDID
- Agency
- Facility
- Address
- City
- Effective Date
- Termination Date
- Status
- County

Where is this information coming from?

General Order Report

Region – the region comes from the party related to the regulatory measure with the relationship of “regulating.” It currently appears as “none” if the State Water Board has the role of “issuing.”

Reg. Measure ID – unique identifier associated with the regulatory measure

Reg. Measure Title – this is the title of the general regulatory measure that has enrollees under it

Order No. - Order No. of the general regulatory measure that has enrollees under it

Status – status of the general regulatory measure that has enrollees under it. Note: The public will only see general orders with the status of Active or Historic. Staff will see general orders associated with any statuses.

Program – program of the general regulatory measure that has enrollees under it. If there are multiple programs, the report shows the program as a hyperlink, with the first in alphabetical order listed.

Effective Date – this is the date that the general order became effective and can be different from the adoption date.

Expiration Date – this is the date that the general order is scheduled to expire

No. of Active Enrollees – this is the number of active enrollees associated with the listed general order. To be listed here the enrollee must have a current relationship (i.e. no past end date) to the general order with the relationship of “regulated by,” have the regulatory measure type of “enrollee,” have the “individual” flag, and have the status of “active.”

No. of Total Enrollees - this is the number of total enrollees associated with the listed general order. To be listed here the enrollee must be related to the general order with the relationship of “regulated by,” have the regulatory measure type of “enrollee,” and have the “individual” flag.

Enrollee Report

Reg. Measure ID – unique identifier associated with the regulatory measure

WDID – comes from the enrollee record

Agency – party related as “discharger” to the reg. measure. The report shows multiple agencies as a hyperlink, with the first in alphabetical order listed.

Facility – this is the place with the type of facility or child of facility that is linked to the regulatory measure

City - comes from the place with type of facility or child of facility that is linked to the regulatory measure

Effective Date – comes from the enrollee record. This is the date that the enrollee gained coverage under the general order.

Termination Date – date coverage under the general order was terminated, typically follows a Notice of Termination.

Status – comes from the enrollee record. It should be active if the enrollee is currently covered under the most recent general order and historical if the enrollee no longer has coverage.

County – this field comes from the place with type of facility or child of facility that is linked to the regulatory measure.

Report Facts

- Drills down into CIWQS records
- Exportable to Excel

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Notes

- 1) The General Order Results level of the report excludes the reg. measure type of enrollee, must have a “G” and must have enrollees linked.
- 2) Enrollees are linked to a general permit under the “Related Regulatory Measures” Section of the General Info tab. They must have the “active” relationship of “enrolled under.” If you link the same enrollee twice, your counts will be off.
- 3) If all enrollees have end dates then the No. of Active Enrollees column will show zero. The Total Enrollees would be the number of enrollees with end dates.
- 4) Active enrollees with end dates and should not show up in the “No. of Active Enrollees” column.
- 5) An enrollee can have the status of “Active” when linked to a “Historical” General Order. This indicates that the enrollee is currently covered under another “Active” General Order.